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16 December 1952

STOCK CONTROL BRANCH MEMORANDUM NO. 2

SUBJECT: Requisition Control Procedure

I. General

1. In order to effectively perform the functions of furnishing supplies and/or services, it is necessary that a requisition file be maintained which will indicate the status of requests received by Stock Control Branch from time of receipt of requisitions until delivery of supplies or services to ultimate users. This responsibility includes adequate follow-up to insure compliance with schedule or dead line dates. Follow-up functions will involve liaison with Stock Records Section, Depot Operations Branch, Purchase Division, Transportation Division, and any other element required to insure expeditious completion of requisitions.

2. A copy of all documents supporting action on the items on a requisition must be filed or recorded in this folder. Such documents will include the following:

- a. Requisitions (Processed or posted copy).
- b. Shipping Documents (Order and Property copies).
- c. Extracts.
- d. Purchase Instruments.
- e. Receiving Vouchers.
- f. Notices of Cancellation.
- g. Department of Defense Shipping Documents.

h. Other miscellaneous documents affecting the requisition or any items thereon.

3. The Document Processing and Control Section will maintain constant review of requisition files, and will check each line item to insure final action has been taken as requested.

Document No.	18
No Change In Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S
Auth:	HR 70
Date:	10-13-78
By:	<input type="checkbox"/>

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4. Requisition files will be segregated into two major categories, viz; pending and completed files. No requisition files will be placed in completed section until a careful review has been made, and every item checked off for completed action. Any duplicate or unnecessary copies of documents will be removed and destroyed. Individual making this review will annotate folder "Complete, (date and initials)" prior to physically placing folder in completed files.

5. Requisitions are divided into several categories, viz;

- a. Stock Items for Local Delivery.
- b. Stock Items for other than Local Delivery.
- c. Purchase Items for Local Delivery.
- d. Purchase Items for other than Local Delivery.
- e. Military Procurement Items for Local Delivery.
- f. Military Procurement Items for other than Local Delivery.
- g. Any combination of 5 (a), 5 (c), and 5 (e).
- h. Any combination of 5 (b), 5 (d), and 5 (f).

6. To complete requisitions of categories 5 (a), 5 (c), 5 (e), or 5 (g), copy or copies signed by consignee will be evidence of completion.

7. To complete requisitions of categories 5 (b), 5 (d), 5 (f), or 5 (h), copy of shipping documents will be evidence of completion. These may be Agency documents or Military Establishments documents, and in the case of Agency documents, they will include Order or Work copies, as well as Final or Pink copies.

## II. Procedure

1. All requisitions will be screened for compliance with existing procedures governing preparation. Requisitions not properly prepared and authenticated will not be registered but will be returned to originating element. Requisitions received conforming to instructions, will be stamped, registered in Requisition and Voucher Register, and applicable voucher number inserted in upper right hand corner of the document. Multiple -

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requisitions for same destination will be consolidated under one (1) voucher number. Cargo numbers will not be used.

2. Requisition folder, with voucher number indicated thereon, will be prepared for each requisition.

3. Requisition will be released to Stock Records Section, and requisition folder will be placed in requisition file in voucher number sequence. One copy of original requisition will be retained in folder for reference purposes.

4. Processed copy of requisition, received from Stock Records Section, will be filed in requisition folder.

5. All documents resulting from requisition, will be recorded on requisition or filed in requisition folder.

6. Suspense to be established on each requisition will be recorded on 3 x 5 index card by date. The follow-up date will be five (5) working days prior to required date. Cards will be indexed by date and entries will be as follows:

Voucher Number \_\_\_\_\_ Requisition Number \_\_\_\_\_

Required Date \_\_\_\_\_

7. On suspense date, all requisitions listed for that date, will be reviewed for status. Requisitions, which indicate action completed will be marked "C" on index card. Requisitions which indicate action not completed, will be held out. Necessary liaison with all activities involved will be conducted, and results indicated as "Remarks" on inside cover of folder. Cards will then be reinstated under new date, on which it is expected delivery will be completed.

  
Chief, Stock Control Branch

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